



# MAINE HUMAN RIGHTS COMMISSION

51 State House Station, Augusta, ME 04333

[www.maine.gov/mhrc](http://www.maine.gov/mhrc)

## *Career Opportunity Bulletin*

### **FIELD INVESTIGATOR**

Direct Hire

Date Opened: 04/12/2010  
Class Code: 0067 Bargaining Unit: B  
Location: Hallowell - Statewide travel required

Date Closed to Application: 04/28/2010  
Position Type: DIRECT HIRE – Full Time  
Pay Range: 22 \$34,091 - 46,217 yr

#### **VALUE OF STATE-PAID HEALTH AND DENTAL INSURANCE (Employee Only)**

95% State Contribution (employee pays 5% for base salary greater than \$30,000.00 or equal to \$79,999.00 as of July 1, 2009): **\$339.45 biweekly** (Health: \$326.16 biweekly/Dental: \$13.29 biweekly)  
Value of State's share of Employee's Retirement: 19.96% of pay

**PURPOSE OF ANNOUNCEMENT:** The Maine Human Rights Commission is seeking qualified candidates for the position of Field Investigator to fill a vacancy. This work involves the investigation and resolution of complaints of unlawful discrimination in employment, housing, public accommodations, education and credit. Responsibilities include holding fact finding meetings with complainants, respondents, and witnesses; conducting interviews; gathering information and documents; and resolving disputes. Work is performed under limited supervision.

**MINIMUM QUALIFICATIONS:** A six (6) year combination of experience, education and experience providing paralegal, investigative mediation, research, and/or analytical skills.

Preference will be given to individuals with a bachelor's degree and experience with EEO law, contracts, rules and procedures, and practices relating to civil rights and civil law enforcement. Well qualified candidates will demonstrate knowledge of conducting investigations, evidence gathering, providing advocacy support, dispute resolution.

#### **APPLICATION PROCESS:**

Qualified persons wishing to apply for this position must submit an original [DIRECT HIRE application](#) resume with cover letter and references no later than April 28, 2010 to:

Maine Human Rights Commission  
ATTN: Melody Piper  
51 State House Station  
Augusta, ME 04333

Direct Hire Application: [http://www.maine.gov/bhr/state\\_jobs/how\\_to/direct.htm](http://www.maine.gov/bhr/state_jobs/how_to/direct.htm)

MHRC Employment Opportunities: <http://www.maine.gov/mhrc/jobs.html>

The detailed job specification for this position can be found at [http://www.maine.gov/cgi-bin/bhrs salary/jobs.pl?pagenum=4&pagereq=ActSpec\JobSpecs\\_HTML\7232.htm](http://www.maine.gov/cgi-bin/bhrs salary/jobs.pl?pagenum=4&pagereq=ActSpec\JobSpecs_HTML\7232.htm).

